



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

May 28, 2009

Suzanne Kearney, Office Manager  
Gekko Engineering, Inc.  
1210 East 223<sup>rd</sup> Street, Suite 301  
Carson, CA 90745-4215

Dear Ms. Kearney:

RE: FINAL MONITORING VISIT REPORT for Gekko Engineering, Inc. – ET07-0333

Date of the Visit:	5/27/09
Beginning/Ending Time:	10:00 a.m. – 12:30 p.m.
Date of Last Visit:	6/27/07
Visit Location:	Carson
Persons in attendance:	Sandi Sherman, Gekko Engineering Gilberto Pelaez, ETP Analyst
Action Required:	No

## CONTRACT INFORMATION:

Term of Agreement:	4/30/07 – 4/29/09	Agreement Amount:	\$31,200
Training Start Date:	5/17/07	No. to Retain:	20
Date Training must be Completed:	1/29/09	Range of Hours:	24 - 200
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

### **FINAL REPORT SUMMARY:**

#### **• HISTORY OF AGREEMENT CHANGES**

The Agreement was executed on 5/29/07 and training began on 5/17/07. Your staff reported that all training was completed on 1/21/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 4/29/09.

ETP approved one Agreement Amendment on 2/07/08, which extended the end date of the term of the Agreement by 12 months from 4/29/08 to 4/29/09.

#### **• FINAL PROJECT STATISTICS**

Your Agreement contains a variable training plan, which means that reimbursement will be based on the total actual number of training hours completed by each trainee between 8 and 24 class/lab training hours. There is no reimbursement for any trainee who does not complete a minimum of 8 hours of training from the required curriculum.

- Although Chart 1, Exhibit A of the Agreement, specified that 20 trainees would be retained, your project staff reported that 22 trainees completed training and the 90-day retention period. This resulted in a completion rate of 100 percent with earnings of approximately \$31,200.00, which is 100% of the Agreement amount. ETP records indicated that your company has been reimbursed \$12,845.25, and a final invoice for \$18,167.00 is being processed.

### **PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	20	24	2	22	22	22
Totals :	20	24	2	22	22	22

The information shown above is in agreement with the Contract Status Report.

### **TRAINING RECORDS:**

The Analyst conducted a random sampling of nine (9) trainees billed for final payment on Invoice 5. The records reviewed validated this invoice for the training hours billed. The records confirmed that the Agreement curriculum was provided as specified and the ratio of trainer to trainee delineated in the Agreement plan was adhered to.

The above findings are based only on the training records reviewed during this visit and represent only a sample of the training records completed to date. Therefore, it is your responsibility to ensure that all training records comply with panel requirements for auditing purposes. (Reference: Title 22 California Code of Regulations, Section 4442)

**AUDIT:**

Gekko Engineering Inc. will be notified in writing if this agreement is selected for an audit that will be conducted either at your site (field audit) or by telephone if selected for a desk audit (or "review"). These notifications will be sent in advance to allow ample preparation time and will include a list of documentation that will be examined by the auditor. A list of the documentation typically examined during an audit will be included along with the Audit Notification and Audit Confirmation letters. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

**Please contact your Monitoring Analyst within ten working days at (818) 755-1323 or [gpelaez@etp.ca.gov](mailto:gpelaez@etp.ca.gov) if you have any questions or comments.**

Sincerely,

**Signature on file**

Wally Aguilar, Manager  
North Hollywood Regional Office

**Signature on file**

Gilberto Pelaez, Contract Analyst  
North Hollywood Regional Office

cc: Kulbir Mayall, Manager, Fiscal and Certification  
Master File  
Project File

Date report mailed to Contractor 6/3/09